

**PHILIP MORRIS MANAGEMENT CORP.**

**INTER-OFFICE MEMO**  
**120 PARK AVENUE, NEW YORK, N.Y. 10017-5592**

**TO:** Distribution

**DATE:** August 26, 1997

**FROM:** William F. Lynch III

**RE:** Records Disposal Suspension Notice

Philip Morris Companies Inc. and Philip Morris Incorporated recently received a court order requiring the preservation of the "documents and things" described in Attachment A to this notice. Those records (many of which already have been placed under disposal suspension in connection with previous requests) are hereby placed under disposal suspension in connection with the court order.

Please note that the request includes all forms of records, including paper documents, computer-based electronic records (including computer disks and tapes), microfilm, video and audio recordings, and every other memorialization of information and other material related to the specified subjects.

The records must not be disposed of or altered in any way, except as set forth below regarding electronic records. Paper records should be maintained in their current form and arrangement. If they are no longer needed for normal business purposes, however, they may be boxed and placed in storage (properly identified and labeled as disposal-suspended material). Electronic records that are the subjects of previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994 and those that are incapable of being printed must be preserved in electronic form. All other electronic records (including e-mail) should be printed and retained only in paper form.

Records already subject to disposal suspension are listed in the applicable Records Management Manual and in prior records disposal suspension notices, which remain in effect without change.

Please be advised that any failure to adhere to these requirements could subject you to discipline by the Company, as well as possible civil and/or criminal penalties.

**Code:** 1997 - 008 - 002 - F

PM3000421350

Source: <https://www.industrydocuments.ucsf.edu/docs/prcl0001>

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If you have any questions regarding this notice, please call me in New York (ext. 4019).

WFL/js  
Attachment

**Distribution:**

Philip Morris Companies Inc.  
Philip Morris Incorporated (PMUSA)  
Philip Morris Management Corp.

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PM3000421351

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cc:

Martin J. Barrington, Esq. - Richmond  
Russell Bertelsen - New York  
Margot R. Bodine, Esq. - New York  
William Brandt, Esq. - New York  
Guy Bryant - Richmond  
Lewis Cummings - Richmond  
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